

SmartStream Meeting Minutes  
December 2, 2003

Present: Sophia Bedard, Pete Bostian, Ken Dinsmore, Randy Keller, Mel Lambert, Jim Racheff, Mark Testerman

1. SmartStream Update: Pete reported that we have started applying the 6.5.03 update to the test system. The update is extensive and had to be downloaded where previously it would have been supplied on a CD. There are problems with the update install routine and we are working with GEAC to get it working. The update provides enhancements for accessing vendor-related data.
2. Data Archive Status: Pete stated that the purchasing archive was postponed until December 15<sup>th</sup>.
3. DOIM D&B Data: Pete reported that AI has extracted the purchasing data but incurred problems with some records having bad data. After some additional processing to the data, we should soon have them available in tables on our server.
4. Workflow Reorganization: Randy reported he had received information from Donna Follin about what changes they wanted to the requisition workflows and that he and Mel are reviewing it. Mel and Sophia anticipate problems implementing the changes. The problem is with the number of additional approval combinations required to accommodate the changes. Sophia explained that the system does not check for multiple approvals at the same level. One approval completes the process without proceeding through the rest of the approvals. Sophia is still looking to see if there are any ways to implement the requested workflows.
4. Mali Web Site: Pete Bostian reported that he, Jim Racheff and Patrick Moloney met with Donna Follin, Jennifer Imes and Lori Lawson regarding the Mali web site. They wanted one place to monitor orders and to track their status. We outlined a process whereby data from SmartStream and P-card would be extracted and presented via a web page. They could then enter comments and status codes linked to the data as it was presented. This additional data would be maintained on a separate table outside SmartStream.
6. Credit Card System Status: Pete reported that we expect to wrap up all the old system users by the first of the year. He noted that Randy requested data from the system that we had not provided as yet but would shortly. A discussion of data processing for the system followed. Randy asked about how often bank data was loaded and how often ledger data could be extracted. Pete indicated that bank data is loaded daily and reconciled orders could be posted daily if required. Currently the data is posted weekly.
7. Positive Pay Status: Pete reported that Cheryl Ahalt is doing the whole process but she is having problems sending email from the application. Discussion followed with Mel and Pete regarding possible establishment of ACH payments through the bank.
8. Receipt Notification for FME: Pete reported that they are still looking into the request from Receiving to generate an automated notification to FME when items are received that require a work order to deliver or install.
9. Pete reported they will be upgrading the operating system on the test system in the near future.

The next meeting will be held at 9 AM on Tuesday, January 6, 2004, in the Building 362 Conference Room.